

State of Utah

Department of Workforce Services
Office of Child Care

Request for Grant Application (RFGA) Fiscal Year 2017

Teen Afterschool Prevention Grant

Funding Available for School-Year Afterschool Programs
Serving Youth Ages 13 to 18
(Middle School, Junior High and High School Programs)

Pre-Proposal Meeting: Monday, June 27, 2016

REQUIRED Letter of Intent Due: Friday, July 1, 2016

APPLICATION DUE: Thursday, July 21, 2016 at 5:00 p.m.

Contract Begins: September 1, 2016



TEEN AFTERSCHOOL PREVENTION GRANT

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This contract is funded by the federal Temporary Assistance for Needy Families Grant Fund; CFDA# 93.558 funded to the State of Utah, and is administered through the Department of Workforce Services, Office of Child Care.



Teen Afterschool Prevention Grant

Background and Purpose

Over eight million teens in the United States are unsupervised and are not engaged in expanded learning opportunities, such as afterschool programs.¹ During the hours of 3 p.m. to 6 p.m. rates of juvenile crime triples and teens are more likely to be victims of crimes. Additionally, self-care and boredom among teens can increase the likelihood of experimentation with drugs and alcohol by 50 percent. Many teens feel they have outgrown the need for afterschool programs and have an increased interest in extracurricular activities and paying jobs; yet quality, balanced, afterschool programs that meet the unique needs and wants of teens with a specific focus on providing the participating teen with greater autonomy and meaning can play a critical role in the development of well-rounded, successful adults.²

During the teen years, there are many key development tasks that afterschool programming can address, including supporting teens in asserting control over their lives and communities, navigating the adult world, creating their role in it, and forging a sense of identity and finding their voices as an individual who can positively influence others.³ Consistent participation of teens in expanded learning opportunities are related to improvements in academic performance, college and career preparation, social and emotional development and skill building.⁴ Afterschool programs can also offer the opportunity for teens to build their support network of caring adults by creating strong relationships with program staff. These relationships can provide motivation for participating youth to do well in school and fully engage in expanded learning opportunities.⁵

Current Grant Opportunity

The current Department of Workforce Services (DWS), Office of Child Care (OCC) grant opportunity is open to youth-serving organizations across Utah operating afterschool programs a minimum of 10 hours per week for 30 weeks during the regular school year, serving youth between the ages of 13 and 18. Programs must provide the following: (1) support academic achievement; (2) offer enrichment and recreation opportunities; (3) provide prevention and skill building programming; (4) provide appropriate training for staff and volunteers; and (5) adhere to specific quality, safety, data and reporting expectations as designated by DWS, OCC.

Expected Outcomes

The four expected outcomes for the Grant include:

1. Increased positive relationships with adults and peers among participating youth;
2. Increased protective factors for participating teens;
3. Decreased risky behaviors by participating teens; and
4. Increased quality of the program.

1. Afterschool Alliance (2014): http://www.afterschoolalliance.org/documents/AA3PM-2014/AA3PM_National_Report.pdf

2. Afterschool Alliance (2004): http://www.afterschoolalliance.org/issue_briefs/issue_older_youth_20.pdf

3. Robert Halpert, "The Means to Grow-Up: Reinventing Apprenticeship as a Developmental Support in Adolescence," (2009).

4. Anne Bowles & Betsy Brand. "Learning Around the Clock: Benefits of Expanded Learning Opportunities for Older Youth," (2009): http://www.temescalassociates.com/documents/resources/highschool/AYPF_ELOs_w-cvr.pdf

5. Building & Managing Quality Afterschool Programs: http://www.sedl.org/afterschool/practitioners_guide_to_afterschool_programs.pdf

PRE-PROPOSAL MEETING

Teen Afterschool Prevention Grant

Pre-Proposal Meeting: Monday, June 27, 2016

Attendance at the Pre-Proposal Meeting is not required to apply for the grant, but is an opportunity to review the RFGA and ask questions. Many applicants find it helpful in preparing their grant applications. There are three options for attending: in person, online or by phone. Questions asked at the Pre-Proposal Meeting, with their answers, will be posted online at <http://jobs.utah.gov/edo/rfp.html>.

IN PERSON

10:00 a.m. – 12:30 p.m.

**Please have a copy of the RFGA to reference*

Salt Lake City, Utah

Department of Workforce Services

Administrative South Building

1385 South State Street, Rooms 157 A and B

Salt Lake City, Utah 84115

ONLINE OR BY PHONE

10:00 a.m. – 12:30 p.m.

**Please have a copy of the RFGA to reference*

Please register for the Pre-Proposal Meeting:

Registration URL: <https://attendee.gotowebinar.com/register/1372837399139735041>

Webinar ID: 102-783-131

After registering, you will receive a confirmation email containing information about joining the webinar or calling in.

Note: You will want to log in early and run the startup in order to ensure your computer has the current software requirements to run the webinar. You may participate by both phone and computer if you prefer, although a computer with speakers is sufficient.

QUESTIONS ABOUT THE PRE-PROPOSAL MEETINGS

should be directed to

dws-occafterschoolgrants@utah.gov

OVERVIEW

WHO MAY APPLY

- ❖ Programs intending to expand a school year afterschool program that will operate a minimum of 10 hours per week for 30 weeks.
- ❖ Teen programs **not currently** receiving the DWS, OCC *Afterschool Quality Improvement Grant*.
- ❖ Programs site(s) planning to serve a minimum Average Daily Attendance (ADA) of 10 youth between the ages 13 and 18.
- ❖ Organizations submitting a required **Letter of Intent** by **5:00 p.m., Friday, July 1, 2016**.
- ❖ Public and private schools, public or private not-for-profit organizations, faith-based organizations, state departments and agencies, units of local governments and Indian tribal governments.
 - Programs with a religious affiliation are required to provide assurances that grant funds will not be used for religious instruction.
- ❖ Entities or programs that **have not** been suspended for failure to perform under the terms and conditions of a prior grant administered by DWS.

PROGRAM REQUIREMENTS

- ❖ Programs may be conducted during the week, weekends, interim periods or any other time youth are unsupervised during afterschool hours. Funding is not available for one-time programming, summer only programming or sporadic club activities. (See *Attachment C, Definitions*)
- ❖ Programs must provide a regular, formally supervised afterschool program for youth between the ages 13 and 18 for a minimum of three days per week, 10 hours per week, 30 weeks during the school year.
- ❖ Programs must provide activities based on prevention and skill building components selected in the grant proposal.
- ❖ Programs must provide a balance of academic and enrichment activities. **Proposals entirely academic or entirely enrichment will not be considered.**
- ❖ Programs must be open to all youth regardless of race, color, religion, sex, national origin, age, disability, political affiliation or belief or ability to pay. In order to provide equal access for families of all income levels, if fees are charged, a sliding fee scale **must** be made available.
- ❖ Applicants may not subcontract with a single entity to administer the afterschool program. The entity applying must provide program administration. This includes, but is not limited to:
 - Hiring and employing the site coordinator or director;
 - Being responsible for program structure and development;
 - Operating as the DWS grant contractor;
 - Providing DWS with progress and financial reports;
 - Program marketing;
 - Maintaining fiscal accountability; and
 - Ensuring program compliance and responsibility.
- ❖ See *Attachment A, Scope of Work* for detailed requirements.

PERIOD OF PERFORMANCE AND MONITORING

- ❖ Contracts are for a three-year period, from **September 1, 2016 to August 31, 2019**.
- ❖ Programs must start no later than **four weeks after school classes start** each school year of the contract. If a program serves youth in more than one school district, the program must begin no later than four weeks after school classes begin in the district starting earliest.
- ❖ Entities must meet reporting requirements for the contract to continue yearly, as required by DWS, OCC.

- Entities are responsible for collecting information and compiling and submitting reports related to operation of the afterschool programs.
- Entities must participate in statewide, afterschool data collection efforts as requested by DWS, OCC and the University of Utah's Utah Education Policy Center (UEPC).
- ❖ DWS and its contractors will monitor performance and provide technical assistance to enhance quality for funded afterschool programs.
- ❖ **DWS may terminate the contract at any time based on lack of funding or grantee's performance.**

FUNDING DETAILS

- ❖ The contract is funded from the Temporary Assistance for Needy Families Fund (TANF).
- ❖ Grant funding is on a reimbursement basis. Invoices for reimbursement must be submitted to DWS, OCC a minimum of four times during the fiscal year. Funding **is not** distributed in a lump sum to organizations upon grant award notification.
- ❖ Organizations may apply for up to \$45,000 per program site. Applicant organizations are limited to **three program sites** per DWS Economic Service Area (ESA). (See *Attachment H, DWS Economic Service Area Map*.)
- ❖ The total grant pool will be distributed by amounts designated for each DWS, ESA and county-level teen population risk factors.
- ❖ Funding may only be spent on expenses related to the **school-year** afterschool program.
- ❖ DWS reserves the right to award partial grants.
- ❖ The grant cannot be used to supplant existing afterschool time allocations. (See *Attachment C, Definitions*)

EVALUATION AND AWARD

- ❖ Grant proposals are evaluated and scored on a competitive basis using the criteria and measurements listed in *Attachment F, RFGA Evaluation Score Sheet*.
- ❖ Grants are awarded based on demonstrated need and overall score.
- ❖ Proposals from applicant program sites with a *High School Youth Support* and *Safe Passages 2013* grants scoring below **106 points** and proposals from all other applicant program sites scoring below **100 points** will not be considered.
- ❖ Awards are made to the successful applicant(s) with proposals determined to best meet the objectives of DWS, taking into consideration all factors set forth in this RFGA. DWS reserves the right to reject any and all proposals, or withdraw an offer at any time. During the grant review period, participants must be available to answer questions or provide clarification.
- ❖ Successful grant proposals will be open to public inspection after grants are awarded under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open, unless applicant requests in writing that trade secrets or proprietary data be protected. A *Claim of Business Confidentiality* must accompany the grant application. This form can be found at <http://archives.utah.gov/recordsmanagement/forms/GRAMA-business-confidentiality.pdf>

IF YOU HAVE QUESTIONS

Questions regarding clarification or interpretation of any section of this RFGA should be directed to dws-occafterschoolgrants@utah.gov. Responses to all questions will be posted on the DWS website at <http://jobs.utah.gov/edo/rfp.html>, for all prospective applicants to view. The Question and Answer Period will close at **5:00 p.m. on Friday, July 8, 2016**.

ADDENDA

If DWS finds it necessary to modify the RFGA for any reason, a written addendum to the original RFGA will be posted on the DWS website at <http://jobs.utah.gov/edo/rfp.html>. All addenda will be posted by **5:00 p.m. on Tuesday, July 12, 2016**.

PROPOSAL TIMELINE

1. **Pre-Proposal Meeting: Monday, June 27, 2016 from 10 A.M. to 12:30 p.m.** See page four for specific meeting time and location information.
2. **REQUIRED Letter of Intent: No later than 5:00 p.m. on Friday, July 1, 2016.** Must be received by this date and time or applications will **NOT** be considered for funding.
3. **Application Submission Deadline: No later than 5:00 p.m. on Thursday, July 21, 2016.** Late or incomplete proposals will **NOT** be accepted.
4. **Anticipated Grant Award Date: The end of August 2016.**
5. **Award Effective Date: September 1, 2016 to August 31, 2019.**

PROPOSAL SUBMISSION

1. REQUIRED LETTER OF INTENT

Submit the following Letter of Intent by Friday, July 1, 2016 by 5:00 p.m.:

- ☐ Electronic Submission using Google Form link below: <https://docs.google.com/a/utah.gov/forms/d/1hjivgodN3FRg6V07nG7hXhQsCV2H1A7sEf66aHxqSNQ/viewform>

2. PROPOSAL

Submit the following Proposal by Thursday, July 21, 2016 by 5:00 p.m.:

- ☐ One (1) copy emailed to: dws-occafterschoolgrants@utah.gov
 - In the subject line of the email, include **Organization_ProgramSite** in the following format:
 - **XYZOrganization_ABCProgramSite**
 - All grant proposal documents need to be labeled with **Organization_ProgramSite_DocumentTitle** in the following format:
 - **XYZOrganization_ABCProgramSite_CoverSheet**

- ☐ Six (6) paper copies delivered or mailed to:

Attn: Kamille Sheikh/Rebecca Turville
Afterschool Grants Team
Department of Workforce Services
Utah Office of Child Care - 3rd Floor
140 East 300 South
Salt Lake City, Utah 84111

OR

Delivered to: Local DWS
Employment Center (See
*Attachment G, DWS
Employment Center List*)

PROPOSAL SUBMISSION (continued)

- ❖ **Applicant organization must submit one application per program site.** Organizations are limited to **three teen program sites** per DWS, ESA. (See *Attachment H, DWS Economic Service Area Map*)
- ❖ Applicant must bear the cost of preparing and submitting proposal.
- ❖ **Application forms must be typed in the PDF form fill and Excel documents provided.**
 - Forms can be found at <http://jobs.utah.gov/edo/rfp.html>.
 - Provided forms are created as downloadable and savable documents.
 - The *Grant Application Cover Sheet* must be the first page of the proposal.
 - The *Proposal Budget Form and Proposal Budget Detail Narrative Form* must be completed in Excel.
 - The *Gap Analysis Form* must be completed in Excel.
 - In order for the grant evaluation committee to rate the proposal for completeness and responsiveness, it must be formatted as outlined.
- ❖ The PDF forms need to be submitted by email in the original format. **Faxed or scanned proposals will not be accepted.**
- ❖ Required attachments may be scanned for the grant's email submission.
- ❖ **DO NOT** include additional information not specified in the RFGA and Application Packet such as personalized cover sheets, table of contents or public relations information. All additional information will be discarded prior to scoring.
- ❖ Paper copies **must be** stapled or clipped, **NOT** bound or placed in three-hole binders or folders.
- ❖ Late or incomplete proposals will **NOT** be accepted.

TEEN AFTERSCHOOL PREVENTION GRANT

ATTACHMENT A: PERFORMANCE REQUIREMENTS

GRANTEE RESPONSIBILITIES

Grantee and funded program must comply with the requirements listed below. Failure to do so may result in immediate termination of grant.

1. Grantee must perform all tasks as proposed by the grantee in the grant application. Any deviations from the original grant application must be approved in writing by the Department of Workforce Services, Office of Child Care (OCC). The DWS, OCC reserves the right to deny change requests.
 2. **Annual Grant Orientation Meetings**
The grant administrator, fiscal management staff and program coordinator must attend a 2-3 hour, in-person, grant orientation meeting, dates to be announced. Site coordinators and other frontline staff must attend ongoing grant trainings provided by the DWS, OCC.
 3. **Staff Training**
The grantee must provide documentation upon request by the DWS, OCC showing 20 hours of professional development or program related training each year for every staff person working 10 or more hours per week.
 4. **Service Population and Program Requirements**
 - a. Program site(s) must provide a regular, formally supervised afterschool program for youth, between the ages of 13 to 18 years old.
 - b. Programming must be offered for a minimum of 30 weeks and 10 hours per week during the school year; or eight weeks and 20 hours per week during the summer or both.
 - c. Programs are required to:
 - i. Serve a minimum of 10 youth on an average daily basis (ADA), and allow youth to attend all hours of programming each week;
 - ii. Provide a balance of academic and enrichment activities;
 - iii. Develop and implement prevention and skill building components based on grant proposal. Programs providing Pregnancy and STI Prevention must obtain written parental permission for each student before teaching Pregnancy and STI Prevention; and
 - iv. Use evidence based curriculum; and
 - v. If fees are charged, offer a sliding fee scale in order to provide equal access for families of all income levels.
1. **Program Quality**
 - a. The program must meet the current standard of quality set by the DWS, OCC as measured by:
 - i. The *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)* on an annual basis. The *Quality Tool* is available online at <http://utahafterschool.org/what-we-do/quality>; and
 - j. Onsite observation by the DWS, OCC or designee.
 - b. The program's grant administrator and site coordinator must register with the *Utah Afterschool Network (UAN)* at www.utahafterschool.org within one month of the execution of this agreement.
 2. **Consultation and Technical Assistance**
Funded entities must participate in direct consultation and technical assistance provided by the DWS, OCC staff and its designees.
 - a. Failure to respond to the DWS, OCC and its designees without reasonable cause within 10 business days will be referred to DWS, OCC and Contracts Division for contract review. A contract review could result in probation or termination of the contract.

3. **National Lights On Event**

Program must organize an annual “Lights On” event, and register the event on <http://www.afterschoolalliance.org/loaHostEvent.cfm>.

4. **Reporting and Data Collection**

Grantee will participate in statewide, afterschool data collection efforts by the DWS, OCC, Utah Afterschool Network (UAN) and University of Utah’s Utah Education Policy Center (UEPC) as requested. At a minimum each funded site will be required to:

- a. Submit one mid-year and one annual progress report;
- b. Complete the *Quality Tool* self-assessment using the UAN data collection system; and
- c. Participate in data collection efforts as requested by the DWS, OCC, the UAN and the UEPC.

5. **Background Checks**

Grantee must meet the background check requirement for license-exempt child care providers as outlined in Utah State Administrative Rule R430-6-3. Submission of Background Screening Information.

6. **Computer Use**

If the program site uses computers, Grantee must install proper firewall software and internet filter software to prevent youth from accessing inappropriate websites.

7. **Expense Reimbursement**

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement template(s) provided by DWS;
- b. Requests for reimbursement must be submitted no less than four times per contract year.
- c. Generally, reimbursements are paid within 30 days of receipt but may be affected by accuracy of invoice and approval by DWS Finance Division.
- d. Salary and fringe benefit documentation must be submitted with all invoices.
- e. Grantee must submit all supporting documentation for invoiced purchases upon request by the DWS, OCC.

8. **Budget**

- a. Budget changes cannot be made after June 1 of each contract year.
- b. Funds cannot be moved between **Category III** to **Category I**.
- c. Budget changes of 10 percent or more, in any category, require the following:
 - i. Submission of a Budget Change form;
 - ii. A detailed written explanation of budget request change. If budget request changes are for purchase of supplies or equipment, the written request must be itemized; and
 - iii. Written approval by the designated the DWS, OCC Program Specialist;
- d. Unspent funds from one contract year cannot be carried over into the next contract year.

DWS RESPONSIBILITIES

DWS, or its designee(s), will be responsible for the following:

1. Providing contract monitoring support;
2. Providing technical assistance to programs when needed or requested;
3. Reviewing all invoiced expenditures for compliance with state and federal requirements; and
4. Coordinating with contracted Out-of-School Time (OST) Specialists to provide technical support.

EXPECTED OUTCOMES

The expected outcomes for the Grant include:

1. Increased positive relationships with adults and peers among participating youth;
2. Increased protective factors for participating teens;
3. Reduction of risky behaviors for participating teens; and
4. Program site quality improvement;

ATTACHMENT B: UTAH AFTERSCHOOL QUALITY ASSESSMENT AND IMPROVEMENT TOOL (QUALITY TOOL)

Funded programs must annually meet all *Be Safe* and *Administration* standards of quality, as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool (Quality Tool)*. Programs will also participate in quality improvement activities utilizing all sections of the Quality Tool in coordination with Office of Child Care (OCC) and Utah Afterschool Network – Out of School Time (OST) Specialists.

The purpose of the *Quality Tool* is to assist programs, at any stage of development, self-assess the progress in four quality areas and to promote relevant training, support and resources. The four quality areas include: Be Safe, Develop Meaningful Relationships, Learn New Skills and Administration. Program quality is an ongoing process involving reflection and thoughtful assessment and is best accomplished through inclusion of staff, parents, youth and community partners.

The *Quality Tool* is based on the most current national research, quality standards and feedback from over 140 afterschool programs. A statewide Quality Committee meets regularly to continuously improve and update the Quality Tool. Improvement recommendations are made from current research, analysis and feedback from afterschool/out-of-school time programs throughout Utah. This process of continuous validation of quality keeps the *Quality Tool* relevant to the ever evolving afterschool/out-of-school time field.

The *Quality Tool* is applicable to all types of afterschool programs serving youth of all ages including schools, recreation/government, community-based/non-profit centers and private providers.

The following describes each of the four quality areas:

1) Be Safe

A quality program provides a safe, healthy and nurturing environment for all participants. Program policies and procedures ensure that staff are professionally qualified and trained, youth are supervised and physical space is suitable for all activities being conducted.

2) Develop Meaningful Relationships

A quality program develops, nurtures and maintains positive relationships and interactions among staff, participants, families, schools and communities. Staff model cooperative and respectful behavior toward youth and adults, and facilitate activities that foster personal growth and social competence.

3) Learn New Skills

A quality program provides a variety of activities that support physical, social, emotional and cognitive growth and development. Active involvement in intentionally designed learning experiences provides youth the opportunity to explore interests, build talents and develop critical thinking and problem-solving skills.

4) Administration

A quality program has clearly defined goals and uses data for ongoing program improvement. It has a sound fiscal management system and provides needs-based training and professional development to strengthen staff skills.

Quality Tool Resources and Documents: <http://www.utahafterschool.org/what-we-do/quality>

TEEN AFTERSCHOOL PREVENTION GRANT ATTACHMENT C: DEFINITIONS

Definitions for the purpose of the Afterschool Prevention Grant are as follows:

1. **Supplanting:** Contract funds must be used as an addition to existing funds for the program and not replace funds which have been appropriated, designated or funding from parent fees for current program operation. Funds appropriated for Temporary Assistance for Needy Families (TANF), or Discretionary Funds must be used to supplement, not supplant.
2. **Academic Activities:** Include, and are not limited to; academic assistance, homework and tutoring.
3. **Enrichment Activities:** Include, and are not limited to; art, music, drama, sports, indoor and outdoor play and cross curricular activities supporting core curriculum.
4. **Collaborator or Partner:** A collaboration or partnership resulting in increased services or resources to be utilized in an afterschool time program. These may include the following: service clubs with members who volunteer in the program; a public school classroom or religious center that shares space with another public or private youth prevention program; community health and safety networks that fund a specific project; or arts organizations that conduct special activities in the program. **Contracted fee-for-service individuals or organizations cannot be considered as collaborative partners unless a significant discount is provided.**
5. **Formally Supervised Program:** Formal supervision includes any time youth are with a responsible adult, including time spent during formal transportation for 10 miles or more (one way) to and from the program.
6. **Hours of Operation:** The number of hours youth are participating in actual programming time and including time spent during formal transportation for 10 miles or more (one way) to and from the program.
7. **Interim hours:** Hours that programming takes place when school is not in session (i.e. during breaks for year-round school).
8. **Week:** A minimum of three days during a calendar week.

TEEN AFTERSCHOOL PREVENTION GRANT

ATTACHMENT D: ALLOWABLE AND UNALLOWABLE COSTS

Determinations of cost allowability are based on cost principles found in the Federal OMB Cost Principles (A-87). Costs must meet certain criteria to be allowable. The costs must be reasonable, necessary and conform to limitations set forth in legislation, regulation or federal circulars. They must be consistent with the contractor's procurement policies and procedures. Contractor is required to report and adequately document costs in accordance with Generally Accepted Accounting Principles (GAAP). Failure to follow these principles may result in an inappropriate use of federal funds and the contractor may have to repay the funds and incur a financial penalty.

The following are allowable costs:

1. **Materials:** Supplies used to conduct the program, including curriculum and associated expenses.
2. **Training:** Registration fees for DWS approved training for direct-labor employees, offered through the statewide Utah Higher Education Institutions and professional association conferences. This may also include salary or wages for time spent attending training or meetings required by the contract are allowable.
3. **Personnel:** Full- and part-time program staff costs including salaries and benefits for site coordinators and group leaders working specifically on the objectives of the contract, such as direct labor costs.
4. **Consultant fees:** Consultant fees are permissible when used to contract for grant objectives. Programs are encouraged to consult with DWS, OCC Program Specialist prior to paying consultant fees to ensure the fees are permissible.

The following costs are unallowable:

1. **Equipment:** ANY furniture and electronics, including but not limited to computers, tablets, tablet charging stations, robotics kits, cameras, printers and projectors.
2. **Space costs:** Including facility repairs, upgrades and rent.
3. **Used Equipment:** Used equipment may not be purchased with contract funds.
4. **Capital expenditures:** Equipment over \$5,000. Purchases of motor vehicles are not allowed.
5. **Supplanting:** Contract funds must be used as an addition to existing funds for the program and not replace funds which have been appropriated, designated or funded from parent fees for current program operation.

TEEN AFTERSCHOOL PREVENTION GRANT
ATTACHMENT E: EVIDENCE-BASED CURRICULUM RESOURCE LIST

RESOURCE	BRIEF DESCRIPTION	WEBPAGE LINK
<i>Blueprints for Healthy Youth Development</i>	Provides a registry of evidence-based, positive youth development programs designed to promote the health and well-being of children and teens.	http://www.blueprintsprograms.com/search
<i>Annie E. Casey Foundation - Evicence2Success</i>	Provides cities and states with a road map for involving communities in making smart investments in evidence-based programs.	http://www.aecf.org/work/evidence-based-practice/evidence2success/
<i>National Registry of Evidence-based Programs and Practices (NREPP)</i>	An evidence-based repository and review system designed to provide the public with reliable information on mental health and substance abuse interventions.	http://www.samhsa.gov/nrepp
<i>Utah State Office of Education (USOE) Preventions Dimensions Program</i>	A set of Utah's Safe and Drug-Free Schools and Communities resource lessons which support the USOE pre-kindergarten through twelfth grade health core.	http://schools.utah.gov/utahpd/



TEEN AFTERSCHOOL PREVENTION GRANT ATTACHMENT F: RFGA EVALUATION FORM

Organization: _____ Program Site Name: _____

Evaluator # _____ Group # _____

COMPETITIVE PRIORITY POINTS				
1. Program will serve youth from school(s) with free lunch rates above 40 percent. (3 points)	Documentation Required	Yes/No	If Yes 3	3 Points Possible
2. Program will serve youth from school(s) with reduced price lunch rates above 65 percent. (2 Points)	Documentation Required	Yes/No	If Yes 2	2 Points Possible
3. Program serves more than 50 percent of youth from refugee backgrounds. (5 points)	Documentation Required	Yes/No	If Yes 5	5 Points Possible
4. Program operates until 5:30 p.m. or later, four days per week. (1 Point)	Documentation Required	Yes/No	If Yes 1	1 Point Possible
5. Program operates five days per week. (2 Points)	Documentation Required	Yes/No	If Yes 1	2 Points Possible
6. Program operates 34 weeks or more during the school year. (1 Point)	Documentation Required	Yes/No	If Yes 1	1 Point Possible
7. Program participates in Utah State Office of Education (USOE) Afterschool Snack Program. (1 Point)	Documentation Required	Yes/No	If Yes 1	1 Point Possible
8. Program operates in a rural county. See <i>Attachment I, Utah Rural Map</i> . (5 Points)	<u>NO</u> Documentation Required	Yes/No	If Yes 5	5 Points Possible
9. Program has NEVER received an Office of Child Care <u>afterschool</u> grant. (1 Point)	<u>NO</u> Documentation Required	Yes/No	If Yes 1	1 Point Possible
OVERALL COMMENTS:			Points Possible: 21 Points Awarded: _____	

1. COMMUNITY RISK AND NEED DETERMINATION (20 POINTS POSSIBLE) Justify the need for teen afterschool programming considering both community and program risk factors mentioned in the two tables in Community and Risk Need Determination form. Include a description of the specific data sources utilized.		
A. There is a clear and concise description of the risk information and need for the afterschool program in the community that is supported with appropriate data. (10 points)		
Marginal (1-3 Points) <ul style="list-style-type: none"> The explanation is unclear as to the need for the program in the community to be served. There is no data provided to support the need for the program, or the data provided is general in nature and not specific to the community. 	Somewhat Rigorous (4-7 points) <ul style="list-style-type: none"> Needs are expressed, but the program did not include how or why those specific needs were identified. A summary of the needs data is provided, but it does not appear to present a complete picture of the needs of the community. 	Most Rigorous (8-10 points) <ul style="list-style-type: none"> The needs of youth and the community are assessed and specific data and sources are included. There is a detailed summary of the risk information highlighted in the assessment process that will be targeted in the afterschool program.
OVERALL COMMENTS:		Points Possible for A: 10 Points Awarded: _____
B. There is an explanation of the how risk information and needs data were gathered. The process for gathering data is comprehensive and reliable. (10 points)		
Marginal (1-3 Points) <ul style="list-style-type: none"> A needs assessment is cited, but there is no explanation of the process used to gather the needs data. The description indicates a shallow assessment of community needs. 	Somewhat Rigorous (4-7 points) <ul style="list-style-type: none"> A general needs assessment process is described, and there is a broad reference to surveys and other assessment tools, but the explanation is not specific. Sources of data are not always given or have questionable reliability or relevance. It is not clear if survey instruments used were comprehensive in measuring the needs of the community. 	Most Rigorous (8-10 points) <ul style="list-style-type: none"> The needs assessment data gathering process, including the target group and the specific tools used, is described clearly and completely. The process was comprehensive and relevant to community needs, depended on reliable sources of information, and used valid and thorough survey instruments.
OVERALL COMMENTS:		Points Possible for B: 10 Points Awarded: _____

2. PROGRAM DESIGN AND SERVICES (20 POINTS POSSIBLE) A. Explain the program design and how the community risk factors will be used to inform intentional programming. B. Describe how the program will: <ul style="list-style-type: none"> i. Support academic success and enrichment activities; ii. Recruit at-risk youth; and iii. Engage youth in program design. 		
A. The afterschool program is designed to, and will successfully support the academic and enrichment needs of the youth, as determined in the Community Risk and Need Determination section. (7 Points)		
Marginal (1-2 Points) <ul style="list-style-type: none"> The proposed program is appropriate to a few of the targeted needs of the youth addressed in the Community and Need Determination section. There is little indication the proposed program will successfully address academic needs and support. 	Somewhat Rigorous (3-5 Points) <ul style="list-style-type: none"> The design of the proposed program indicates that it is appropriate to most of the targeted needs of the youth identified in the needs assessment. There is some evidence to suggest that the proposed program will successfully address most of the academic needs and academic support. 	Most Rigorous (6-7 Points) <ul style="list-style-type: none"> The design of the proposed program clearly indicates it is appropriate to the targeted needs of the youth identified in the Community and Need Determination section. Convincing evidence is presented to indicate the proposed program will successfully address the academic and enrichment needs of youth in the community.
OVERALL COMMENTS:		Points Possible for A: 7 Points Awarded: _____
B. The recruitment plan is intentionally designed to address the needs of the targeted population and recruit at-risk youth. (7 points)		
Marginal (1-2 Points) <ul style="list-style-type: none"> The recruitment plan is appropriate to a few of the targeted population. The recruitment plan is missing or weak. 	Somewhat Rigorous (3-5 Points) <ul style="list-style-type: none"> The recruitment plan is appropriate for most of the targeted population. There is a general description of the recruitment plan, but lacks specific details. 	Most Rigorous (6-7 Points) <ul style="list-style-type: none"> The recruitment plan is intentionally designed and appropriate for all of the targeted population. There is a clear and intentional recruitment plan to be used for the program.
OVERALL COMMENTS:		Points Possible for B: 7 Points Awarded: _____

2. PROGRAM DESIGN AND SERVICES (CONTINUED)

C. There is a clear, detailed plan for building relationships with participating youth that is appropriate for the targeted population. (6 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3-4 Points)	Most Rigorous (5-6 Points)
<ul style="list-style-type: none">• The plan for building relationships and engaging youth is appropriate for a few of the targeted population.• The plan for engaging youth is missing or weak.	<ul style="list-style-type: none">• The plan for building relationships and engaging youth is appropriate for most of the targeted population.• The plan for engaging youth is general and lacks specific details of what the parent and guardian activities would be and how often the activities would occur.	<ul style="list-style-type: none">• The plan for building relationships and engaging youth is appropriate for all of the targeted population.• The plan for engaging youth is clear and detailed, including specifics regarding what the youth engagement activities would be and how often the activities would occur.

OVERALL COMMENTS:

Points Possible for C: 6

Points Awarded: _____

3. DATA COLLECTION EFFORTS (10 POINTS POSSIBLE)

Participation in this grant requires funded program to coordinate with the Utah Education Policy Center to collect data to analyze grant outcomes.

- A. Describe current afterschool program data being collected.
- B. Explain current afterschool data collection practices and policies.

A. There is a detailed description of the data being collected for the afterschool program. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> The description for current afterschool program data collection efforts are missing or vague. 	<ul style="list-style-type: none"> The description for current afterschool program data collection efforts is general and lacks specific details. 	<ul style="list-style-type: none"> The description for current afterschool program data collection efforts is clear and includes specific details.
OVERALL COMMENTS:		Points Possible for A: 5 Points Awarded: _____

B. Current afterschool data collection practices and policies are clearly described. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> Description of current data collection practices and policies are missing or vague. There is some mention of data collection practices and policies, but the type, frequency and methods unclear. 	<ul style="list-style-type: none"> Description for current data collection practices and policies is general and lacks specific details. There is a general description of data collection practices and policies and reporting details. 	<ul style="list-style-type: none"> Specific details are provided about data collection practices and policies. The description clearly details the type, frequency and methods associated with data collection practices and policies.
OVERALL COMMENTS:		Points Possible for B: 5 Points Awarded: _____

4. PREVENTION PROGRAMMING (20 POINTS POSSIBLE)

- A. Describe prevention programming currently offered and how the program will expand or enhance future prevention efforts.
- B. Explain why each prevention component was selected and how the components will address the needs of the youth.
- C. Describe the evidence-based curriculum the program will use for each prevention component.
- D. Describe how the program will measure prevention outcomes. Include tools, assessments and resources to be utilized.

A. There is detailed description of current prevention programming and specific plans for expansion or enhancement of prevention efforts. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">Description of current prevention programming and expansion or enhancement plans are missing or vague.	<ul style="list-style-type: none">There is a general description of current prevention programming and expansion or enhancement plans.	<ul style="list-style-type: none">There is a clear description of current prevention programming and specific plans for expansion or enhancement of prevention programming.
OVERALL COMMENTS:		Points Possible for A: 5 Points Awarded: _____

B. There is clear connection between selected prevention component(s) and the needs of the youth that is supported by data. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">There are few or weak links between the prevention components selected and the population served.	<ul style="list-style-type: none">There are some links between the prevention components selected, but not fully supported by relevant data.	<ul style="list-style-type: none">There is a detailed description of how the prevention components were intentionally selected, and the relevance to the population served, supported by data.
OVERALL COMMENTS:		Points Possible for B: 5 Points Awarded: _____

4. PREVENTION PROGRAMMING (CONTINUED)

C. The evidence-based curriculum is described in detail and meets the needs of the target population. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">There is a missing or vague description of the evidence-based curriculum to be utilized for programming.No connection is made between the evidence-based curriculum to be utilized and the needs of the target population.	<ul style="list-style-type: none">There is a general description of the evidence-based curriculum to be utilized for programming. Not clear if curriculum is evidence-basedSome connection is made between the evidence-based curriculum to be utilized and the needs of the target population, but does not include specific details.	<ul style="list-style-type: none">There is a detailed description of the evidence-based curriculum to be utilized for programming.A clear connection is made between the evidence-based curriculum to be utilized and the needs of the target population.

OVERALL COMMENTS:

Points Possible for C: 5

Points Awarded: _____

D. There is a clear, specific plan for the program to measure, track and report prevention components programming outcomes. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">There is some mention of collection of prevention components outcomes data, but the type, frequency, methods and reporting details are unclear.	<ul style="list-style-type: none">There is a general plan to collect prevention components outcomes data and some description of data collection methods and reporting details	<ul style="list-style-type: none">The plan clearly describes the methods used for collection of prevention components outcomes data, indicates that the collection will occur on a regular basis.

OVERALL COMMENTS:

Points Possible for D: 5

Points Awarded: _____

5. SKILL BUILDING PROGRAMMING (20 POINTS POSSIBLE)

- A. Describe skill building programming currently offered and how the program will expand or enhance future skill building efforts.
- B. Explain why each skill building component was selected and how the components will address the needs of the youth.
- C. Describe the evidence-based curriculum the program will use for each skill building component.
- D. Describe how the program will measure skill building outcomes. Include tools, assessments and resources to be utilized.

A. There is a detailed description of current skill building programming and plans for expansion or enhancement of skill building efforts. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">Description of current skill building programming and expansion or enhancement plans are missing or vague.	<ul style="list-style-type: none">There is a general description of current skill building programming and expansion or enhancement plans.	<ul style="list-style-type: none">There is a clear description of current skill building programming and specific plans for expansion or enhancement of skill building programming.

OVERALL COMMENTS:**Points Possible for A: 5**
Points Awarded: _____**B. There is clear connection between selected skill building component(s) and the needs of the youth that is supported by data. (5 Points)**

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">There are few or weak links between the skill building components selected and the population served.	<ul style="list-style-type: none">There are some links between the skill building components selected, but not fully supported by relevant data.	<ul style="list-style-type: none">There is a detailed description of how the skill building components were intentionally selected, and the relevance to the population served, supported by data.

OVERALL COMMENTS:**Points Possible for B: 5**
Points Awarded: _____

5. SKILL BUILDING PROGRAMMING (CONTINUED)

C. The evidence-based curriculum is described in detail and meets the needs of the target population. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> There is a missing or vague description of the evidence-based curriculum to be utilized for programming. No connection is made between the evidence-based curriculum to be utilized and the needs of the target population. 	<ul style="list-style-type: none"> There is a general description of the evidence-based curriculum to be utilized for programming. Not clear if curriculum is evidence-based Some connection is made between the evidence-based curriculum to be utilized and the needs of the target population, but does not include specific details. 	<ul style="list-style-type: none"> There is a detailed description of the evidence-based curriculum to be utilized for programming. A clear connection is made between the evidence-based curriculum to be utilized and the needs of the target population.
OVERALL COMMENTS:		Points Possible for C: 5 Points Awarded: _____

D. There is a clear, specific plan for the program to measure, track and report skill building components programming outcomes. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
There is some mention of collection of skill building outcomes data, but the type, frequency, methods and reporting details are unclear.	<ul style="list-style-type: none"> There is a general plan to collect skill building components outcomes data and some description of data collection methods and reporting details. 	<ul style="list-style-type: none"> The plan clearly describes the methods used for collection of skill building components outcomes data, indicates that the collection will occur on a regular basis.
OVERALL COMMENTS:		Points Possible for D: 5 Points Awarded: _____

6. STAFF PROFESSIONAL DEVELOPMENT (18 POINTS POSSIBLE)

If grant funds are awarded, the program **must provide documentation showing 25 hours** of program-related training each year for every staff working 10 or more hours per week.

- A. Describe how afterschool administration will provide intentional training for staff to successfully carry out the evidence-based curriculum identified. Specify timeline for training.
- B. Provide a detailed outline for training when staff is hired and ongoing staff training, mentoring and professional development. Specify timeline for training.

A. *There is a clear description of the plan for intentional training around the evidence-based curriculum for the prevention and skill building components and timeline is appropriate and realistic. (9 Points)*

Marginal (1-3 Points)	Somewhat Rigorous (4-7 Points)	Most Rigorous (8-9 Points)
<ul style="list-style-type: none"> There is little or no description of the plan for intentional training around prevention and skill building components curriculum. No mention of timeline included. 	<ul style="list-style-type: none"> There is a general description of the plan for intentional training around prevention and skill building components curriculum. Some details about timeline, but not all timeline details appear appropriate and realistic. 	<ul style="list-style-type: none"> There is a clear description of the plan for intentional training around prevention and skill building curriculum with appropriate and realistic timeline presented.

OVERALL COMMENTS:

Points Possible for A: 9

Points Awarded: _____

B. *A description of the program's plan and timeline for training and mentoring staff at hire and ongoing is clearly presented. Details about how staff will be supported in their own professional development are included. (9 Points)*

Marginal (1-3 Points)	Somewhat Rigorous (4-7 Points)	Most Rigorous (8-9 Points)
<ul style="list-style-type: none"> There is none or little description of the program's plan for training and mentoring staff. Training and mentoring activities for staff are listed, but no timeline is provided. Little or no details about how staff will be supported in their own professional development are provided. 	<ul style="list-style-type: none"> There is some description of the program's plan for training and mentoring staff. Training and mentoring activities for staff are described with a general timeline. Some details about how staff will be supported in their own professional development are provided. 	<ul style="list-style-type: none"> There is clear description of the program's plan for training and mentoring staff. Training and mentoring activities for staff are described and specific details about timeline are mentioned. Specific details about how staff will be supported in their own professional development are provided.

OVERALL COMMENTS:

Points Possible for B: 9

Points Awarded: _____

7. COST INFORMATION (18 POINTS POSSIBLE)

- A. Justify the program's financial need and how the need aligns with *Budget Forms V. and VI* and *Supporting Documentation – Gap Analysis*. Explain the need for these funds to provide quality afterschool programming.
- B. Provide a summary of how the funds will be appropriately utilized for prevention and skill development curriculum implementation.
- C. Provide a summary of how the funds will be appropriately utilized for staff training and professional development relating to the purposes of this grant.

A. There is a clear, specific explanation of how and why the funds will provide quality afterschool programming and support needs of target population. (6 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3-4 Points)	Most Rigorous (5-6 Points)
<ul style="list-style-type: none">There is none or little explanation of how and why funds will provide quality programming. Little or no alignment with <i>Budget Forms V. and VI</i> and <i>Supporting Documentation – Gap Analysis</i>.Little or no mention of how funds will support needs of target population.	<ul style="list-style-type: none">There is a general explanation of how and why funds will provide quality programming. Some alignment with <i>Budget Forms V. and VI</i> and <i>Supporting Documentation – Gap Analysis</i>.Some mention of how funds will support needs of target population.	<ul style="list-style-type: none">There is a clear explanation of how and why funds will provide quality programming. Clear alignment with <i>Budget Forms V. and VI</i> and <i>Supporting Documentation – Gap Analysis</i>.Specific details are mentioned of how funds will support needs of target population.
OVERALL COMMENTS:		Points Possible for A: 6 Points Awarded: _____

B. An intentional plan of how funds will be utilized to support prevention and skill building curriculum implementation is presented. (6 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3-4 Points)	Most Rigorous (5-6 Points)
<ul style="list-style-type: none">There is no plan or a vague plan for how funds will be utilized to support prevention and skill building curriculum implementation.	<ul style="list-style-type: none">There is a general plan for how funds will be utilized to support prevention and skill building curriculum implementation, but specific detailed mentioned.	<ul style="list-style-type: none">There is a specific and intentional plan for how funds will be utilized to support prevention and skill building curriculum implementation.
OVERALL COMMENTS:		Points Possible for B: 6 Points Awarded: _____

7. COST INFORMATION (CONTINUED)

C. Clear description of how funds will be utilized for staff training and professional development is provided and appears to support purposes of the grant. (6 Points)

Marginal (1-2 Points)

- There is little or no description of how funds will be utilized for staff training and professional development to support purposes of grant.

Somewhat Rigorous (3-4 Points)

- There is some description of how funds will be utilized for staff training and professional development, but unclear on how training and professional development will support purposes of grant.

Most Rigorous (5-6 Points)

- There is a detailed description of how funds will be utilized for staff training and professional development and clearly support purposes of grant.

OVERALL COMMENTS:

Points Possible for C: 6

Points Awarded: _____

8. PROGRAM DEVELOPMENT AND IMPROVEMENT EFFORTS FOR HIGH SCHOOL YOUTH SUPPORT AND SAFE PASSAGES 2013 GRANTEES ONLY (10 POINTS POSSIBLE)

High School Youth Support Grantee ONLY - Describe how program has achieved each of the expected outcomes listed below. Include program level data and examples.

- ☐ Quality Improvement Efforts
- ☐ Increase High Graduation Rates
- ☐ Prepare for Post-Secondary Education
- ☐ Career Readiness
- ☐ Healthy Relationships
- ☐ Prevention and Education Programming

Safe Passages 2013 Grantee ONLY - Describe how program has achieved each of the expected outcomes listed below. Include program level data and examples.

- ☐ Quality Improvement Efforts
- ☐ Access to Enrichment Activities
- ☐ Skill Building Opportunities
- ☐ Balance of Academic and Enrichment Activities
- ☐ Prevention and Education Programming

A. A detailed description of how the program achieved each expected outcomes is provided and supported with program level data (10 points)

Marginal (1-4 Point)	Somewhat Rigorous (5-7 Points)	Most Rigorous (8-10 Points)
<ul style="list-style-type: none"> There is little or no description of how the program achieved each expected outcome Program level data and examples of each expected outcomes are vague or absent. 	<ul style="list-style-type: none"> There is a general description of how the program has made efforts to improve quality. Program level data and examples of each expected outcomes are general and lack specificity. 	<ul style="list-style-type: none"> There is a detailed description of how the program has made efforts to improve quality. Program level data and examples of each expected outcomes are specific and detailed.

OVERALL COMMENTS:

Points Possible for A: 10

Points Awarded: _____

IV. PROPOSAL BUDGET AND V. PROPOSAL BUDGET DETAIL NARRATIVE FORMS (10 POINTS POSSIBLE)

A. The stated costs are reasonable in relation to the number of youth to be served and existing resources. In the V. Proposal Budget Detail Narrative, all line item costs are itemized, detailed and purposeful. Clear alignment with Supporting Documentation – Gap Analysis. (10 Points)

Marginal (1-3 Points)	Somewhat Rigorous (4-7 Points)	Most Rigorous (8-10 Points)
<ul style="list-style-type: none"> It is difficult to determine if stated costs are reasonable in relation to number of youth to be served. Not all line items costs are itemized, detailed and purposeful. Little or no alignment with <i>Supporting Documentation – Gap Analysis</i>. 	<ul style="list-style-type: none"> There is not enough detail provided to determine if stated costs are reasonable in relation to number of youth to be served. Most line items costs are itemized, detailed and purposeful. Some alignment with <i>Supporting Documentation – Gap Analysis</i>. 	<ul style="list-style-type: none"> Stated costs are reasonable in relation to number of youth to be served. All line items costs are itemized, detailed and purposeful. Intentional alignment with and reference to <i>Supporting Documentation – Gap Analysis</i>.

OVERALL COMMENTS:

Points Possible for A: 10

Points Awarded: _____

PROPOSAL ADDENDUM: COLLABORATION AND PARTNERSHIP LETTER (5 POINTS POSSIBLE)

A. Collaboration and Partnership Letter clearly describe the involvement of the collaborator or partner in the afterschool program with specific details of what services the collaborator or partner will provide, how often and how the collaboration or partnership will support the needs of the youth served in the program. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> The letter is a general statement of commitment and planned contributions to the program are vague. Unclear how collaboration or partnership supports the needs of the youth served in the program. 	<ul style="list-style-type: none"> The letter provides a general understanding of collaborator or partner's role and capacity and some details services and contributions. General details on how collaboration or partnership supports the needs of the youth served in the program. 	<ul style="list-style-type: none"> The letter, signed by a senior administrator of the organization, clearly delineates any service or contribution for each year of the program. Specific details on how collaboration or partnership supports the needs of the youth served in the program.

<p>OVERALL COMMENTS:</p>	<p>Points Possible for A: 5</p> <p>Points Awarded: _____</p>
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OVERALL APPEARANCE (5 POINTS POSSIBLE)

A. Proposal is formatted in order and as outlined for the evaluation committee to assess. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">• There is a lack of sufficient detail about the program, answers are vague.• Information is not organized, clear and easy to find.• Required and applicable attachments, addenda and supporting documentation are not included or complete.	<ul style="list-style-type: none">• There are some details about the program, answers are general.• Most information is organized, clear and easy to find.• Most required and applicable attachments, addenda and supporting documentation are included and complete.	<ul style="list-style-type: none">• There is sufficient detail about the program, answers are complete and responsive.• Information is organized, clear and easy to find.• All required and applicable attachments, addenda and supporting documentation are included and complete.

OVERALL COMMENTS:

Points Possible for A: 5

Points Awarded: _____

TOTAL EVALUATION POINTS FOR HIGH SCHOOL YOUTH SUPPORT AND SAFE PASSAGES 2013 GRANTEES ONLY

OVERALL COMMENTS:

TOTAL Competitive Priority Points Possible: 21

TOTAL Competitive Priority Awarded: _____

TOTAL Proposal Narrative Points Possible: 136

TOTAL Proposal Narrative Points Awarded: _____

TOTAL Proposal Budget, Addenda and Appearance Points Possible: 20

TOTAL Proposal Addenda Points Awarded: _____

TOTAL POINTS POSSIBLE: 177

TOTAL POINTS AWARDED: _____

TOTAL EVALUATION POINTS**OVERALL COMMENTS:****TOTAL Competitive Priority Points Possible: 21****TOTAL Competitive Priority Awarded: _____****TOTAL Proposal Narrative Points Possible: 126****TOTAL Proposal Narrative Points Awarded: _____****TOTAL Proposal Budget, Addenda and Appearance Points Possible: 20****TOTAL Proposal Addenda Points Awarded: _____****TOTAL POINTS POSSIBLE: 167****TOTAL POINTS AWARDED: _____**

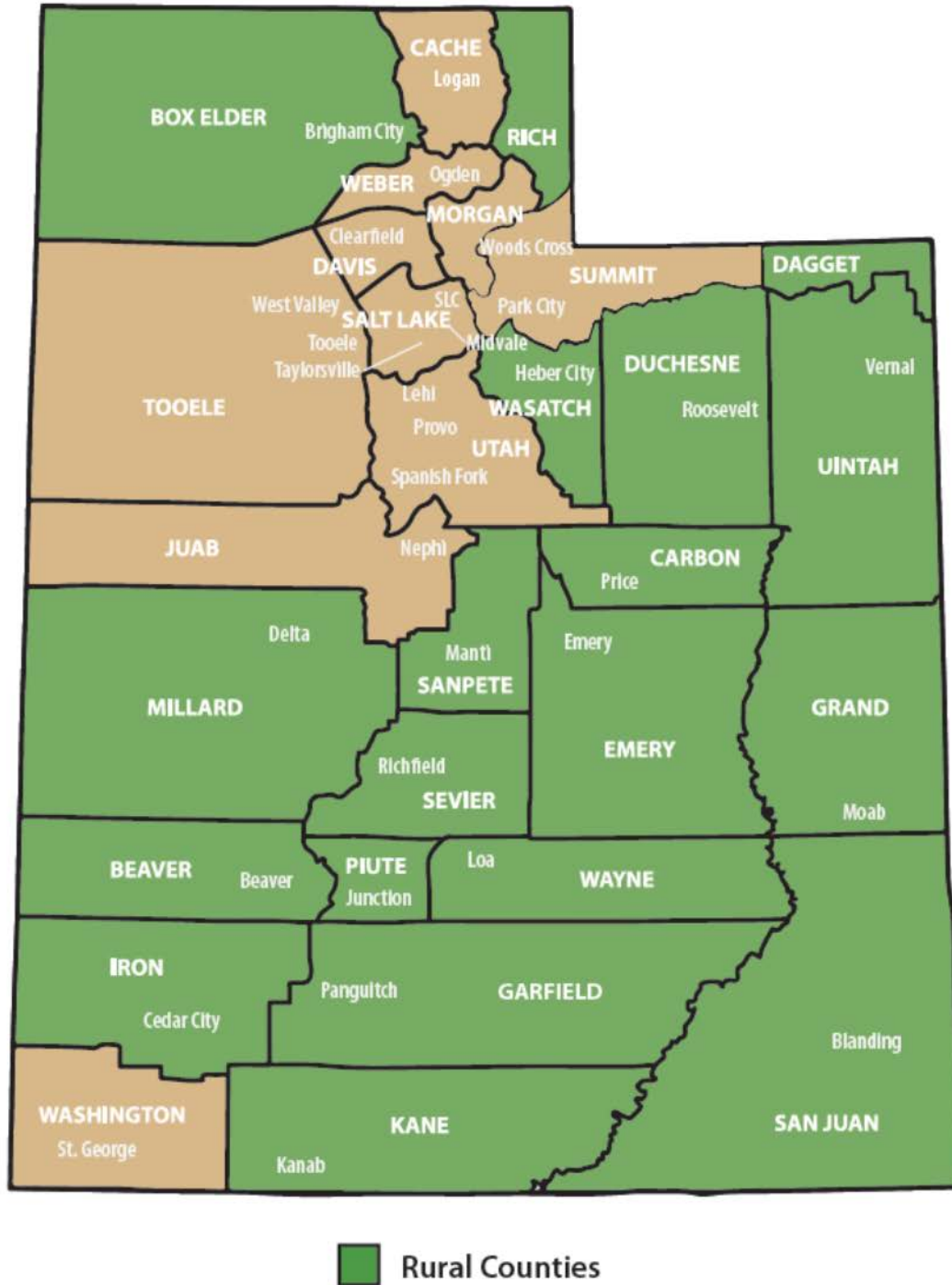
ATTACHMENT G: DWS EMPLOYMENT CENTER LIST

DWS Employment Center Locations	Phone Number
Beaver • 875 North Main, Beaver, Utah 84713	(435) 438-3586
Blanding • 544 North 100 East, Blanding, Utah 84511	(435) 678-1423
Brigham City • 138 West 990 South, Brigham City, Utah 84302	(435)-695-2632
Castle Dale/Emery County • 550 West Highway 29, Castle Dale, Utah 84513	(435) 636-2342
Cedar City • 176 East 200 North, Cedar City, Utah 84720	(435) 865-6550
Clearfield • 1290 E 1450 S, Clearfield, UT 84015	(801) 776-7858
Delta • 44 South 350 East, Delta, Utah 84624	(435) 864-3860
Heber • 69 North 600 West, Suite C, Heber City, UT 84032	(435) 857-5087
Junction • 550 North Main, Junction, Utah 84740	(435) 438-3586
Kanab • 468 East 300 South, Kanab, Utah 84741	(435) 986-3520
Lehi • 557 West State Street, Lehi, UT 84043	(801) 857-5087
Loa • Wayne County Courthouse, 18 S Main, Loa, Utah 84747	(435) 438-3586
Logan • 180 North 100 West, Logan, Utah 84321	(435) 792-0311
Manti • 55 South Main, Suite # 3, Manti, Utah 84642	(435) 835-0728
Moab • 457 Kane Creek Blvd., Moab, Utah 84532	(435) 678-1423
Nephi • 625 North Main, Nephi, UT 84648	(435) 857-5087
Ogden • 480 27th St, Ogden, UT 84401	(801) 626-0366
Panguitch • 665 North Main, Panguitch, Utah 84759	(435) 865-6550
Park City • 1950 Sidewinder #103, Park City, UT 84068	(801) 857-5087
Price • 475 West Price River Drive #300, Price, Utah 8450	(435) 636-2342
Provo • 1550 North 200 West, Provo, UT 84604	(801) 857-5087
Richfield • 115 East 100 South, Richfield, Utah 84701	(435) 893-0004
Roosevelt • 140 West 425 South, Roosevelt, Utah 84066	(435) 722-6535
Salt Lake • 5735 South Redwood Road, Taylorsville, Utah 84123	(801) 633-3936
Spanish Fork • 1185 North Chappel Drive, Spanish Fork, UT 84660	(801) 857-5087
St. George • 162 North 400 East, Suite B100, St. George, Utah 84770	(435) 986-3520
Tooele • 305 North Main Street, Tooele, Utah 84074	(435) 841-7684
Vernal • 1050 West Market Drive, Vernal, Utah 84078	(435) 781-4123
Woods Cross • 763 W 700 S, Woods Cross, UT 84087	(801) 298-6627

ATTACHMENT H: DWS ECONOMIC SERVICE AREA (ESA) MAP



ATTACHMENT I: DWS UTAH RURAL MAP



Source: <http://jobs.utah.gov/wi/pubs/trendlines/novdec10/theoutsirts.pdf>

ATTACHMENT J

Department of Workforce Services (DWS) Grant Terms and Conditions

For funding subject to the federal reporting requirements in place after December 26, 2014

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **CONFLICT OF INTEREST:** GRANTEE certifies, through the execution of the Grant, that no person in its and DWS's employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).
3. **RECORDS ADMINISTRATION:** GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least six years after the Grant terminates or until all audits initiated within the six years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence. The GRANTEE agrees to allow State and Federal auditors, and State Agency Staff access to all the records to this agreement for audit, inspection and monitoring of services. Such access shall be during normal business hours or by appointment.
4. **IMPOSITION OF FEES:** GRANTEE will not impose any fees upon clients provided services under this Grant except as authorized by DWS.
5. **HUMAN-SUBJECTS RESEARCH:** GRANTEE shall not conduct research involving employees of DWS or individuals receiving services (whether direct or contracted) from DWS.
6. **GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:**
 - a. Assignment: Notwithstanding DWS's right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DWS. Any assignment by GRANTEE without DWS's written consent shall be wholly void.
 - b. Subgrantees/Subcontractors: As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:
 - i. Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
 - ii. Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable Laws; Cost Accounting Principles and Financial Reports"), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).
7. **MONITORING:**
 - a. DWS shall have the right to monitor GRANTEE'S performance under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DWS which will include but is not limited to the GRANTEE'S fiscal operations, and the terms, conditions, attachments, scope of work, and performance requirements of this Agreement. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
 - b. If it is discovered through monitoring that the Grantee is in default (not in compliance with the grant agreement), the Grantee may be subject to sanctions which may include warnings, audits, temporary suspension of payments, termination, demand for the return of funds and or suspension/debarment from participation in future DWS grants and contracts. Default may also result in the cancellation of other agreements between the Grantee and DWS.

- c. Client or Grantee Staff Satisfaction Surveys: GRANTEE understands that DWS is committed to providing customer-oriented services, and that DWS often conducts customer-satisfaction surveys as a part of monitoring. GRANTEE agrees to cooperate with all DWS-initiated customer feedback.
8. **NOTIFICATION OF THE INTERNAL REVENUE SERVICE**: It is DWS's policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.
9. **GRANT RENEWAL**: Renewal of Grant will be solely at the discretion of DWS.
10. **RENEGOTIATION OR MODIFICATIONS**: This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.
11. **GRANT TERMINATION**:
- a. **Termination for Cause**: This Agreement may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the Agreement may be terminated for cause. DWS will give the GRANTEE only one opportunity to correct and cease the violations.
 - b. **Immediate Termination**: If GRANTEE creates or is likely to create a risk of harm to the clients served under this Agreement, or if any other provision of this Agreement (including any provision in the attachments) allows DWS to terminate the Agreement immediately for a violation of that provision, DWS may terminate this Agreement immediately by notifying GRANTEE in writing. DWS may also terminate this Agreement immediately for fraud, misrepresentation, misappropriation, and/or mismanagement as determined by DWS.
 - c. **No-Cause Termination**: This Agreement may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. Upon termination of this Agreement, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
 - d. **Fund-Out Termination**: GRANTEE acknowledges that DWS cannot contract for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DWS cannot guarantee funding under this Agreement since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Agreement. Therefore, in the event that DWS fails to receive appropriations then DWS may, by giving at least 30 days advance written notice, terminate this Agreement. DWS will reimburse GRANTEE for services performed up through the date of cancellation.
 - e. **Attorneys' Fees and Costs**: If either party seeks to enforce this Agreement upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
 - f. **Remedies for Grantee's Violation**:
 - i. In the event this Agreement is terminated as a result of a default by GRANTEE, DWS may procure or otherwise obtain, upon such terms and conditions as DWS deems appropriate, services similar to those terminated, and GRANTEE shall be liable to DWS for any damages arising there from, including attorneys' fees and excess costs incurred by DWS in obtaining similar services.
 - ii. GRANTEE acknowledges that if GRANTEE violates the terms of this Agreement, DWS is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief and debarment as allowed by state and federal law.
12. **CITING DWS IN ADVERTISING**: Grantee agrees to give credit to DWS for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DWS.
13. **DRUG-FREE WORKPLACE**: GRANTEE agrees to abide by DWS's drug-free workplace policies while performing services under this Agreement.
14. **BILLINGS AND PAYMENTS**: Payments to Grantee will be made by DWS upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DWS. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after Agreement termination or they may be delayed or denied. DWS must receive billing for services for the month of June no later than July 15th, due to DWS's fiscal year end. Billings submitted after this date may be denied.

DWS will not allow claims for services furnished by GRANTEE, which are not specifically authorized by this Grant.

15. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DWS, GRANTEE'S record keeping practices and/or reporting to DWS are not conducted in a timely and satisfactory manner, DWS may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DWS agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
16. **OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES:** GRANTEE agrees that if during or subsequent to the Grant CPA audit or DWS determines that payments were incorrectly reported or paid, DWS may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund any overpayments determined by audit and for which payment has been made to GRANTEE, to DWS. GRANTEE further agrees that DWS shall have the right to withhold any or all subsequent payments under this or other Agreements with GRANTEE until recoupment of overpayment is made.
17. **REDUCTION OF FUNDS:** The maximum amount authorized by this Grant shall be reduced or Grant terminated if required by federal/state law, regulation, or action or if there is significant under-utilization of funds, provided GRANTEE shall be reimbursed for all services performed in accordance with this Grant prior to date of reduction or termination. If funds are reduced, there will be a comparable reduction in the amount of services to be given by GRANTEE. DWS will give GRANTEE thirty (30) days notice of reduction.
18. **PRICE REDUCTION FOR INCORRECT PRICING DATA:** If any price, including profit or fee, negotiated in connection with this Grant, or any cost reimbursable under this Grant was increased by any significant sum because GRANTEE furnished cost or pricing data (e.g., salary schedules, reports of prior period costs, etc.) which was not accurate, complete and current, the price or cost shall be reduced accordingly. The Grant may be modified in writing as necessary to reflect such reduction, and amounts overpaid shall be subjected to overpayment assessments. Any action DWS may take in reference to such price reduction shall be independent of, and not be prejudicial to, DWS's right to terminate this Grant.
19. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant, GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant.

For GRANTEES receiving any Federal funds: By signing this Grant, GRANTEE certifies it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities. See the provisions on government-wide suspension and debarment in 2 CFR §200.205(d), Appendix II to Part 200 - Paragraph (H), and 2 CFR part 180 which implements Executive Orders 12549 and 12689 for further clarification.

GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.

20. COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS:

- a. GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Contract the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Contract.
- b. Equal Opportunity: Section 188 of the Workforce Investment Act of 1998 (WIA) prohibits discrimination against all individuals in the United States on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship or participation in any WIA Title I-financially assisted program or activity. Prohibitions against discrimination are made on the basis of the following:
 - i. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin, which includes discrimination affecting persons with limited English proficiency;
 - ii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - iii. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;

- iv. And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
- c. If applicable, GRANTEE will provide an explanation of the client's rights and protections under 29 CFR Part 37. GRANTEE will also provide a copy of DWS's Equal Opportunity Notice (English or Spanish version, DWS 09-15E-0900NCR or 09-15S-0201 respectively) to the client and maintain a copy in the client file.
- d. If GRANTEE is a Non-Profit Organization, GRANTEE is required to comply with Utah Code: 51-2a-201.5: Accounting reports required – Reporting to state auditor. Not later than May 31st of each year, the Non Profit GRANTEE will disclose to DWS, in writing, whether: (i) the nonprofit corporation met or exceeded the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the previous fiscal year of the nonprofit corporation; and whether (ii) the nonprofit corporation anticipates meeting or exceeding the dollar amounts listed in Utah Code: 51-2a-201.5, Subsection (2) in the fiscal year the money is disbursed.
21. **CODE OF CONDUCT** (attached if applicable): GRANTEE agrees to follow and enforce DWS's Code of Conduct, Utah Administrative Code, R982-601-101 et seq. GRANTEE agrees that each of its employees or volunteers will receive a copy of the Code of Conduct. A signed statement by each employee or volunteer to this effect must be in employee's/volunteer's file subject to inspection and review by DWS monitors.
22. **SEPARABILITY**: A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
23. **INDEMNITY**:
- **IF THE GRANTEE IS A GOVERNMENTAL AGENCY**: Both parties to this agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these parties.
 - **IF THE GRANTEE IS A NON-GOVERNMENTAL ENTITY**: The GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Agreement which are caused in whole or in part by the negligence of the Grantees officers, agents, volunteers, employees, sub-grantees, or sub-contractors, but not for claims arising from the State's sole negligence.
24. **FINANCIAL/COST ACCOUNTING SYSTEM**: GRANTEE agrees to maintain a financial and cost accounting system in accordance with the Generally Accepted Accounting Principles ("GAAP"), issued by the American Institute of Certified Public Accountants; or the "Governmental GASB," issued by the United States Governmental Accounting Standards Board. An entity's accounting basis determines when transactions and economic events are reflected in its financial statements. An entity may record its accounting transactions and events on a cash basis, accrual basis, or modified accrual basis. According to GAAP and Governmental GAAP, the cash method of accounting is not appropriate for governmental entities; the accrual basis and modified accrual basis of accounting are the preferred methods. The GRANTEE further agrees that all program expenditures and revenues shall be supported by reasonable documentation (vouchers, invoices, receipts, etc.), which shall be stored and filed in a systematic and consistent manner. The GRANTEE further agrees to retain and make available to independent auditors, State and Federal auditors, and program and Grant reviewers all accounting records and supporting documentation for a minimum of six (6) years after the expiration of this Grant. The GRANTEE further agrees that, to the extent it is unable to reasonably document the disposition of monies paid under this Grant, it is subject to an assessment for over-payment.
25. **GRIEVANCE PROCEDURE**: The GRANTEE agrees to establish a system which recipients of services provided under this Grant may present grievances about the operation of the program as it pertains to and affects said recipient. The GRANTEE will advise recipients of their right to present grievances concerning denial or exclusion from the program, or operation of the program, and of their right to a review of the instance by DWS. The GRANTEE will advise applicants in writing of rights and procedures to appeal. In the event of a grievance, the GRANTEE will notify DWS of the grievance and its disposition of the matter. If no resolution is reached with the GRANTEE, the grievance will be forwarded to DWS for processing through DWS's Administrative Process.
26. **PROTECTION AND USE OF CLIENT RECORDS**: The use or disclosure by any party of any information concerning a client for any purpose not directly connected with the administration of DWS's or the GRANTEE'S responsibilities with respect to this Agreement is prohibited except on written consent of the client, their attorney, or responsible parent or guardian. The GRANTEE will be required to sign DWS's disclosure statement.

27. DWS COST PRINCIPLES FOR COST REIMBURSEMENT CONTRACTS:

- a. Federal cost principles determine allowable costs in DWS Grants. They can be found in publications by the Federal Office of Management and Budgets (“OMB”). GRANTEE may locate the Federal Cost Principles applicable to its organization by searching the appropriate federal government websites.
- b. Compliance with Federal Cost Principles: For GRANTEE'S convenience, DWS provides Table 1 below, “Cost Principles,” as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal and/or accounting advice. As shown in Table 1, “Cost Principles,” the principles applicable to a particular GRANTEE depend upon GRANTEE’S legal status.

Table 1: Cost Principles

Grantee	Federal Cost Principles
State/Local/Indian Tribal Governments	2 CFR 200 Subpart E
College or University	
Non-Profit Organization	
For-Profit Entity	48 CFR Part 31.2

- c. Compensation for Personal Services - Additional Cost Principles:

In addition to the cost principles in the Federal circulars concerning compensation for personal services, the following cost principles also apply:

- i. The portion of time a person devotes to a program should be disclosed in the budget as a percent of 40 hours per week.
- ii. Employees who are compensated from one or more Grants, or from programmatic functions must maintain time reports, which reflect the distribution of their activities.
- iii. For persons occupying any managerial position (administration or program management), total work time from all work, including outside employment and participation in other entities, must be disclosed. If total work time exceeds 40 hours and the GRANTEE wants reimbursement for the time devoted to DWS programs over 40 hours, the following two conditions must be met: 1) a perpetual time record must be maintained and 2) prior written approval must be obtained from DWS’s Finance-Contracting Division
- iv. Compensation for Personal Expenses: DWS will not reimburse GRANTEE for personal expenses. For example, spouse travel when the travel costs of the spouse is unrelated to the business activity, telecommunications and cell phones for personal uses, undocumented car allowances, payments for both actual costs of meals and payments for per diem on the same day, and business lunches (not connected with training).
- d. Third-Party Reimbursement and Program Income: The GRANTEE is required to pursue reimbursement from all other sources of funding available for services performed under this Grant. Other sources of funding include, but are not limited to, third-party reimbursements and program income. In no instance shall any combination of other sources of funding and billings to DWS be greater than “necessary and reasonable costs to perform the services” as supported by audited financial records. Collections over and above audited costs shall be refunded to DWS.

28. **ADMINISTRATIVE EXPENDITURES:** If allowed by the budget terms of this Agreement, DWS will reimburse administrative expenditures as follows: administrative costs (both direct and indirect) cannot exceed 10% of the total budget. GRANTEES with approved indirect cost rates must provide DWS with their approval letter from the federal cognizant agency. GRANTEES without a federally approved indirect cost rate are limited to an indirect cost rate of 10%.

29. **CHANGES IN BUDGET (Cost Reimbursement Grants Only):** The budget attached hereto shall be the basis for payment. The GRANTEE may not make any adjustment in budgeted funds from Category III, “Program Expenses” to either Category I, “Administration” or Category II, “Capital Expenditures” or between Categories I and II, without prior written approval by DWS. Expenditures in excess of those budgeted in either Category I or II may be considered questioned costs. Resolution of such questioned costs will normally result in a request that such excesses be refunded to DWS. The GRANTEE may, however, shift between either Category I or II to Category III without prior approval. Expenditures in excess of those budgeted in Category III will not normally result in questioned costs unless

restrictions have been placed on subcategories within this major category. When the Grant restricts expenditures within defined subcategories, any unapproved excess will be considered a questioned cost.

30. RELATED PARTIES: The GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of DWS. Payments to

related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental Grants. Payments made by the GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant, the GRANTEE shall be defined to include all owners, partners, directors, and officers of the GRANTEE or others with authority to establish policies and make decisions for the GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by U.C.A., Section 52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with the GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

The GRANTEE is obligated to notify DWS of any contemplated or actual related party payment prior to making a purchase. Upon notification of related party payment, DWS may, at its discretion, require that the GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford DWS a satisfactory level of quality and cost. Any related-party payments contemplated under this Grant must be disclosed on a written statement to DWS which shall include. :

- a. The name of the GRANTEE'S representative who is related to the party to whom the GRANTEE seeks to make payments;
- b. the name of the other related party;
- c. the relationship between the individuals identified in "a" and "b" above;
- d. a description of the transaction in question and the dollar amount involved (if any);
- e. the decision-making authority of the GRANTEE'S representative and the party identified in "b" above, with respect to the applicable transaction;
- f. the potential effect of the payment to a related party on this Grant; and
- g. the measures taken by the GRANTEE to protect DWS from potentially adverse effects resulting from the identified parties' relationship.

31. NON-FEDERAL MATCH: For those Grants requiring a non-federal match, said match shall be:

- a. Expenses which are reasonable and necessary for proper and efficient accomplishment of the contracted program objectives.
- b. Allowable under applicable cost principles.
- c. Not paid by the Federal Government under another award except where authorized by Federal statute.
- d. In accordance with the appropriate Federal grant being matched.
- e. Invoices submitted to DWS should detail the total cost of the Grant program expenditures and should distinguish between which expenditures are match and which are requested for reimbursement.

32. REQUIRED INSURANCE:

Governmental entities are not required to provide certificates of insurance, "additional insured" endorsements or evidence of continued coverage.

- a. *General Liability Insurance and/or Comprehensive General Liability Insurance:* To protect against liability, loss and/or expense in connection with GRANTEE'S performance described under this contract, GRANTEE shall obtain and maintain in force during the entire period of this contract without interruption, at its own expense, insurance from an insurance company authorized to do business in the State. GRANTEE'S must maintain General Liability Insurance and/or Comprehensive General Liability Insurance, including coverage for premises/operations, explosion, collapse and underground hazards, products/completed operations, contractual (including this contract), and personal injury, including employees with policy limits not less than one million dollars (\$1,000,000.00) each occurrence and three million dollars (\$3,000,000.00) in the aggregate during the term of this contract. Aggregate limit shall be designated as applying to this contract. If this insurance coverage is written on a "claims made" basis, the certificate of insurance required below shall so indicate and the policy shall contain an extended reporting period provision or similar 'tail' provision such

that claims reported up to three (3) years beyond the date of Substantial Completion of this contract are covered. The carrying of insurance required by this contract shall not be interpreted as relieving the GRANTEE of any other responsibility or liability under this contract or any applicable law, statute, rule, regulation, or order.

- i. GRANTEE must provide proof of insurance to DWS and must add DWS as an additional insured with notice of cancellation. Before signing this Contract, a non-governmental GRANTEE or Subcontractor shall obtain from its insurer(s) and shall provide to DWS certificates of insurance and "additional insured" endorsements indicating the required coverage is in effect and that the insurer shall give DWS thirty (30) days' notice of any modification, cancellation or non-renewal of the policy. On an annual basis and upon request from DWS, a non-governmental GRANTEE or Subcontractor shall provide DWS with evidence the GRANTEE or Subcontractor has the insurance coverage required by this Contract.
 - ii. It shall be the responsibility of GRANTEE to require any of their Subcontractor(s) to secure the same insurance coverage as prescribed herein for the GRANTEE.
- b. *Automobile Insurance:* If the GRANTEE'S services involve transporting any clients or goods for the DWS, the GRANTEE shall maintain a policy of automobile liability insurance covering property damage, personal injury protection, and liability for the vehicles used by the GRANTEE (including owned, hired and non-owned vehicles.) The policy shall provide for a combined single limit, or the equivalent, of not less than \$1,000,000. If the GRANTEE subcontracts with another entity or individual for transportation services, or services that include transportation services, the GRANTEE may satisfy this insurance requirement by submitting proof that the Subcontractor has complied with the requirements of the "Insurance and Indemnification" section of this Contract.
 - c. *Professional Liability Insurance:* If the GRANTEE employs doctors, dentists, social workers, mental health therapists or other professionals to provide services under this Contract, the GRANTEE shall maintain a policy of professional liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. This professional liability insurance ("malpractice insurance") shall cover damages caused by errors, omissions or negligence related to the professional services provided under this Contract.
 - d. *Worker's Compensation and Employers' Liability Insurance:* GRANTEE shall maintain during the term of this contract, workers' compensation insurance for all its employees as well as any subcontractor employees related to this contract. Worker's compensation insurance shall cover full liability under the worker's compensation laws of the jurisdiction in which the service is performed at the statutory limits required by said jurisdiction. GRANTEE must provide proof of insurance to DWS and must add DWS as an additional insured with notice of cancellation. GRANTEE acknowledges that within thirty (30) days of contract award, the GRANTEE and/or GRANTEE'S subcontractors must submit proof of certificate of insurance meeting the above requirements.

THE FOLLOWING PARAGRAPHS APPLY TO GRANT AGREEMENTS FUNDED THROUGH THE WORKFORCE INVESTMENT ACT (WIA)

33. **SALARY AND BONUS LIMITATIONS:** In compliance with Public Law 110-5 and 109-234, none of the funds under this contract that are available for expenditure on or after June 15, 2006, shall be used by the GRANTEE to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. See Training and Employment Guidance Letter (TEGL) number 5-06 for further clarification.
34. **STAND-IN COSTS:** Stand-in costs are non-Federal costs that may be substituted for disallowed contract costs when certain conditions are met. Stand-in costs must meet the following criteria: To be considered, proposed stand-in costs must have been actually incurred allowable contract costs that have not been charged to the contract, included within the scope of the GRANTEE'S audit, and accounted for in the GRANTEE'S financial system required by 29 CFR Part 97 or 95 as appropriate. To be accepted, stand-in costs must come from the same year as the costs that they are proposed to replace, and they must not cause a violation of the administrative or other cost limitations. Stand-in costs must be reported to DWS through the Cost Reimbursement form.

35. **PROGRAM INCOME:** Program income is defined in 29 CFR 97.25(b) and is the gross income received by the **GRANTEE** directly generated by a contract-supported activity, or earned only as a result of the contract during the contract period. A similar definition is found in 29 CFR Part 95.2(bb). A list of the types of income that are considered program income for purposes of WIA is included in 29 CFR 97.25(a) and 29 CFR Part 95.2(bb). Program income must be reported to the **GRANTEE** through the Cost Reimbursement report and must be expended prior to any requesting any contract funds for reimbursement.
36. **LEVERAGED FUNDS:** Leveraged funds are defined as any funds which have been expended for the same purposes and are allowable expenses under the contract funds but were paid by other Federal resources within the **GRANTEE'S** accounting records. Leveraged funds are to be reported to DWS through the Cost Reimbursement report and be tracked and quantifiable within the **GRANTEE'S** accounting records

ATTACHMENT K:

CRIMINAL BACKGROUND CHECK REQUIREMENT FOR GRANTEES & CONTRACTORS PROVIDING SERVICES TO DWS CUSTOMERS, MINORS AND/OR VULNERABLE ADULTS

- A. All Contractors/Sub-Contractors and Grantees/Sub-Grantees (collectively referred to herein as “Contractors”) must obtain an **annual** Utah Bureau of Criminal Identification (BCI) Utah criminal background check for all of their employees and volunteers who have access to DWS customer confidential information. In addition, if the Contractor’s primary customers are minors or vulnerable adults, the Contractor must obtain an **annual** fingerprint-based national criminal history record check for all employees and volunteers who provide direct services to or have direct access to minors and/or vulnerable adults.
- B. This policy does not apply to Contractors who are required by law or by another governmental entity to obtain background checks. In such cases, the Contractor shall provide DWS with a description of the background check policy (type of check, who is required to be checked, and frequency) and proof of compliance with such law(s), regulation(s) or requirements.
- C. Definitions
- “Confidential information” includes but is not limited to: personal identifying information, medical/clinical/counseling records, financial records, case information, etc.
 - “Direct service” means providing services to a DWS customer, minor, and/or vulnerable adult when the services are rendered in the physical presence of the DWS customer, minor, and/or vulnerable adult or in a location where the person rendering services has access to the physical presence of the DWS customer, minor and/or vulnerable adult. Services include, but are not limited to: providing individual services such as counseling, mentoring, job coaching, training, job search activities, testing and/or providing mental health and medical services to DWS customers. See Utah Code Ann. 62A-5-101(6).
 - "Direct access" means that an individual has, or likely will have, contact with or access to a minor or vulnerable adult that provides the individual with an opportunity for personal communication or touch. See Utah Code Ann. 62A-2-101(8).
 - “Minor” means any person under the age of 18.
 - “Vulnerable adult” means an elder adult, or an adult 18 years of age or older who has a mental or physical impairment including mental illness, mental deficiency, physical illness or disability, chronic use of drugs, chronic intoxication, short-term memory loss, or other cause which substantially affects that person's ability to:
 - provide personal protection;
 - provide necessities such as food, shelter, clothing, or medical or other health care;
 - obtain services necessary for health, safety, or welfare;
 - carry out the activities of daily living;
 - manage the adult's own resources; or
 - comprehend the nature and consequences of remaining in a situation of abuse, neglect, or exploitation. See Utah Code Ann. 76-5-111(1)(s).
- D. Background checks shall be obtained according the Contractor’s qualifications per Utah statute:

- If the Contractor meets the requirements to request Utah criminal history information under Utah Code Annotated 53-10-102(19), 53-10-108(1)(b) and (g) and the National Child Protection Act (Public Law 105-251, 42 USC 5119a) (working with children and vulnerable adults and/or fiduciary funds, national security, or under other statutory authority) then the Contractor must be or become certified as a Qualified Entity by the Utah Bureau of Criminal Identification and obtain Utah and fingerprint-based national criminal history record checks through the BCI.
 - If the Contractor does not meet the statutory requirements referenced above, then the Contractor shall require their employee/volunteer to contact the BCI and follow the BCI procedures to obtain their own Utah and national fingerprint-based national criminal history record checks.
 - BCI information can be found at <http://publicsafety.utah.gov/bci/>.
- E. Contractor shall be responsible for all fees associated with the background check unless otherwise assigned to the individual by the Contractor, or otherwise provided for by DWS herein.
- F. Contractor must immediately notify DWS if an employee/volunteer's record shows criminal history.
- G. DWS may restrict or prohibit an individual from accessing confidential information, providing direct customer service, or having direct access to a minor and/or vulnerable adult until a valid criminal background check is completed or in the event the background check indicates:
- convictions or a plea in abeyance involving such offenses as theft, illegal drug use and/or trafficking, fraud, sexual offenses, lewdness, domestic violence, assault, battery, identity theft, any felony, any class A misdemeanor, or any other conduct or action that may, in the judgment of DWS, create a risk of harm to a DWS customer, minor, and/or vulnerable adult and/or suggests the individual is at risk for compromising confidential information.
- H. It is the Contractor's responsibility to prevent direct services or direct access to minors and/or vulnerable adults by employees or volunteers whose criminal history record shows any of the following offenses:
- Any matters involving an alleged sexual offense.
 - Any matters involving an alleged felony or class "A" misdemeanor drug offense.
 - Any matters involving an alleged "crime against the person" under Utah Code 76- 5-101 et seq.
- I. For each individual subject to this policy, the Contractor shall keep the annual and verifiable background check on file. Verification that background check has been performed must be made available to DWS upon request.
- J. DWS may terminate this Agreement in the event the Contractor fails to complete and maintain records of background checks for staff members in a manner consistent with this policy.

Attachment L: Equal Opportunity Poster (English)

It is against the law for the Department of Workforce Services (DWS), a recipient of Federal financial assistance, to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

DWS must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you must file a complaint within 180 days from the date of the alleged violation with either:

The State of Utah, Department of Workforce Services Equal Opportunity Officer/Customer Relations at **(801) 526-4390** or **1-800-331-4341**, or in writing to either DWS or the Civil Rights Center, as listed below.

*Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711.
Spanish Relay Utah: 1-888-346-316*

Equal Opportunity/Customer Relations
Department of Workforce Services
P.O. Box 45249
Salt Lake City, UT 84145-0249

The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Ave. NW,
Room N-4123
Washington, DC 20210

If you file a complaint with DWS, you must wait either until DWS issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the CRC, (see address above).

If DWS does not send you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for DWS to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with DWS).

If DWS does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240.

Equal Opportunity



DWS 09-15E-0106 NCR

Attachment M: Equal Opportunity Poster (Spanish)

Es contra la ley que el Departamento de Servicios de Empleo (DWS), que es recipiente de fondos federales, discrimine basándose en lo siguiente:

- En contra de cualquier individuo en los Estados Unidos a causa de su raza, color, religión, sexo, origen nacional, edad, incapacidad, afiliación política o creencia; y
- En contra de cualquier beneficiario de programas que reciben asistencia financiera bajo el Título I del Decreto de Inversión en Empleo de 1998 (WIA), basándose en que si es o no es ciudadano o inmigrante legal autorizado para trabajar en los Estados Unidos, o en la participación del individuo en cualquier programa o actividad que recibe fondos por medio de Título I de WIA.

El Departamento de Servicios de Empleo (DWS) no debe discriminar en ninguna de las siguientes áreas:

- En la decisión de quien será admitido o tendrá acceso a cualquier programa o actividad que recibe fondos por medio del Título I de WIA;
- En proporcionar oportunidades o en el trato de cualquier persona en respecto a tal programa o actividad; o
- En hacer cualquier determinación de empleo en la administración de o en conexión con tal programa o actividad.

Qué Debe Hacer Si Usted Cree Que Lo Han Discriminado

Si Usted piensa que ha sido sujeto a la discriminación bajo un programa o actividad que recibe fondos por medio de Título I de WIA, usted debe presentar una demanda o queja dentro de 180 días a partir de la fecha en que la supuesta violación ocurrió ante:

El Estado de Utah, Oficial de Igualdad de Oportunidad del Departamento de Servicios de Empleo/ Oficina de Servicio al Cliente al (801) 526-4390 o al 1-800-331-4341 o por escrito al Departamento de Servicios de Empleo o al Centro de Derecho Civiles a los siguientes domicilios:

(Las personas mudas o sordas pueden llamar a: State Relay al 1-800-346-4128)

Equal Opportunity/Customer Relations
Center (CRC)
P.O. Box 45249
Salt Lake City, UT 84145-0249

The Director, Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Ave. NW,
Room N-4123
Washington, DC 20210

Si presenta una queja ante el Departamento de Servicios de Empleo (DWS), debe esperar a que este departamento dicte un Aviso de Acción Final o hasta haber transcurrido 90 días según lo que ocurra primero de estas dos, antes de presentar queja con el Centro de Derechos Civiles (CRC) al domicilio antedicho.

Si DWS no le envía por escrito un Aviso de Acción Final dentro de 90 días de la fecha en que Usted inició su queja, no necesita esperar a que el DWS dicte tal Aviso para presentar su queja ante el Centro de Derechos Civiles (CRC). Sin embargo, si necesita presentar su queja ante el CRC, se debe de hacer antes de 90 días a partir del plazo dado de 90 días, es decir, a más tardar 120 días de la fecha en que primero presentó su queja o demanda ante el DWS.

Si el DWS le otorga un Aviso de Acción Final pero Usted no está satisfecho con la decisión o resolución, puede presentar su queja ante el CRC. Debe hacer esto antes de 90 días después de haber recibido el Aviso de Acción Final.



DWS 09-15S-0201 NCR

Igualdad De Oportunidad